



ROBERT RYANS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

June 3, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**GENERAL RELIEF OPPORTUNITIES FOR WORK
DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM
FISCAL YEAR (FY) 2003-04 FUNDING RECOMMENDATIONS
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the funding allocation for the agencies in the amount of \$425,000 for the General Relief Opportunities for Work (GROW) Domestic Violence Supportive Services Program, as shown in Attachment I.
2. Authorize the Director of Community and Senior Services (CSS), or his designee, to negotiate and execute contracts in substantially similar form to Attachment II with the 19 agencies listed in Attachment I and in the amounts indicated, for provision of GROW Domestic Violence Supportive Services Program, after County Counsel approval as to form, effective July 1, 2003 through June 30, 2004.
3. Authorize the Director of CSS, or his designee, to execute contract amendments in substantially similar form to Attachment III to increase or decrease contract amounts based on contractor performance and availability of funding provided that: (a) the amount of change does not exceed 15% of the original contract amount; (b) approval of County Counsel, the Chief Administrative Office (CAO) and the Department of Public Social Services (DPSS) is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors, the CAO and DPSS within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended actions will allow the Department to continue administration of the GROW Domestic Violence Supportive Services Program for GROW participants who are victims of domestic violence by assisting them to overcome barriers to employment and to move toward self-sufficiency.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goal of Service Excellence and Program Goal of Children and Families' Well-Being.

FISCAL IMPACT/FINANCING

The estimated cost for the GROW Domestic Violence Supportive Services Program for FY 2003-2004 is \$500,000. A breakdown of the cost is provided below:

• Contracted Service Providers	\$425,000
• CSS (15% for administrative costs)	<u>\$ 75,000</u>
• Total	\$500,000

There is no impact on the County general fund as DPSS provides funding for the program to CSS via intrafund transfer. Funding has been included in the Department's FY 2003-04 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 12, 2001, your Board approved funding for 19 GROW Domestic Violence Supportive Services agencies with an option to renew contracts for two (2) additional years subject to agency performance, availability of funds, and community needs. This is the third year of a three-year funding cycle.

There is a Memorandum of Understanding (MOU) between DPSS and CSS to provide domestic violence supportive services to GROW participants. The MOU is automatically renewed for successive one-year periods contingent upon the availability of funding. DPSS has reviewed and concurs with the recommended actions.

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The total funding recommendations by Supervisorial District are as follows:

<u>District</u>	<u>Amount</u>
1	\$ 54,500
2	\$ 219,500
3	\$ 10,000
4	\$ 85,500
5	\$ 55,500
Total \$ 425,000	

CONTRACTING PROCESS

The Department issued a Request for Proposals (RFP) for the CalWORKs Domestic Violence Supportive Services Program in May 2000. An RFP announcement was also posted on the County's Office of Small Business website. Nineteen (19) agencies were recommended for funding in FY 2001-02. The nineteen agencies have continued to meet their contract performance goals and are being recommended for funding for FY 2003-04. CSS will be releasing an RFP prior to FY 2004-05.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This program will allow contract agencies to continue providing services to single or non-custodial victims of domestic violence who need assistance to overcome barriers to employment and to achieve self-sufficiency. An estimated 425 participants will be served in FY 2003-04.

Respectfully submitted,



ROBERT RYANS
Director

Attachments (3)

c: David E. Janssen
Lloyd W. Pellman
Violet Varona-Lukens
Bryce Yokomizo

ATTACHMENT I**GROW DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM
FY 2003-04 FUNDING RECOMMENDATIONS**

Agency	Funding Recommendation
1736 Family Crisis Center	\$ 32,500
Akila Concepts, Inc.	15,000
Antelope Valley Domestic Violence Council	7,000
Bienvenidos Children's Center, Inc.	12,000
East Los Angeles Women's Center	4,000
Foothill Family Service	8,000
House of Ruth, Inc.	10,000
Institute For Multicultural Counseling and Education Services (IMCES)	25,500
MJB Transitional Recovery, Inc.	36,000
National Council on Alcoholism and Drug Dependence Long Beach (NCADD) Woman to Woman Domestic Violence Program	35,000
Peace and Joy Care Center	68,000
Project: Peacemakers, Inc.	33,000
Prototypes, A Center for Innovation in Health, Mental Health, and Social Services	67,500
San Fernando Valley Community Mental Health Center, Inc.	10,000
Santa Anita Family Service	5,000
WomenShelter of Long Beach	28,000
Women's and Children's Crisis Shelter, Inc. (WCCS)	6,000
YWCA of Glendale (Domestic Violence Project)	7,500
YWCA of San Gabriel Valley – WINGS	15,000
TOTAL	\$425,000

COUNTY OF LOS ANGELES

CONTRACT FOR CONDUCT AND ADMINISTRATION OF THE
GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW)
DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM FY 2003/04

CASE MANAGEMENT

LINE ITEM CONTRACT

PROJECT TITLE: _____

AGENCY: _____

(Agency Legal Name)

CONTRACT NO:

THIS CONTRACT is made this 1 day of July 2003 by and between:
COUNTY OF LOS ANGELES, State of California, hereinafter called the
"COUNTY", and _____ hereinafter
(Agency Legal Name)
called the "CONTRACTOR";

WITNESSETH THAT:

WHEREAS,
COUNTY has created a GROW Domestic Violence Supportive Services Program pursuant to Section 11322.6(q) of the California Welfare and Institutions Code.

WHEREAS,
COUNTY has authority to provide domestic violence services pursuant to Assembly Bill (AB) 1542, Chapter 270, Statutes of 1997 All County Information Notice I-51-97;

WHEREAS,
COUNTY has selected the CONTRACTOR to provide services to victims of domestic violence as specified in the Los Angeles County GROW Domestic Violence Supportive Services Implementation Plan approved by the Board of Supervisors;

WHEREAS,

CONTRACTOR desires to participate in said program and is qualified by reason of experience, preparation, organization, staffing and facilities to provide the services contemplated by this **CONTRACT**; and

NOW THEREFORE,

In consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the parties mutually agree as follows:

1. CONTRACT

This **CONTRACT** consists of these documents: Exhibit A, Statement of Work; Exhibit B, Project Budget.

2. CONTRACT ADMINISTRATION

The Director of Community and Senior Services (CSS) of **COUNTY**, or his designee, shall have full authority to act for the **COUNTY** in the administration of this **CONTRACT** consistent with the provisions contained herein.

3. DEFINITIONS

Hereinafter the following terms will be used:

- A. Community and Senior Services of Los Angeles County will be referred to collectively as "CSS".**
- B. The Director of Community and Senior Services will be referred to as the "COUNTY PROGRAM DIRECTOR".**
- C. The State Department of Health Services will be referred to as the "STATE".**
- D. The California Welfare and Institutions Code and the Health and Safety Code will be referred to collectively as the "CODES".**
- E. The GROW Domestic Services Supportive Services Program will be referred to as the "PROGRAM".**

4. TIME OF PERFORMANCE

This Contract shall become effective July 1, 2003 and shall terminate June 30, 2004.

5. CONTRACT FUNDING

COUNTY shall reimburse **CONTRACTOR** from the GROW Domestic Violence Program Special Fund as specified in Exhibit B for supplying services as indicated in Exhibit A in the amount not to exceed a total amount of \$_____. In no event shall this Contract give rise to a charge on any other funds of the **COUNTY**.

6. CONDUCT OF PROJECT

- A. CONTRACTOR shall abide by all terms and conditions imposed and required by the grant from the COUNTY and shall abide by all subsequent revisions, modifications and administrative and statutory changes made by the STATE.**
- B. CONTRACTOR shall, in a satisfactory and proper manner as reasonably determined by the COUNTY, operate and conduct this program, hereinafter referred to as the "PROGRAM", in accordance with the documents which are part of this CONTRACT.**
- C. CONTRACTOR shall comply with all applicable Federal, State and local laws, rules and regulations, codes, guidelines, procedures, and standards promulgated thereunder.**
- D. In the event the STATE codes, rules and regulations, guidelines, procedures and standards are amended at any time subsequent to the making of this CONTRACT, COUNTY PROGRAM DIRECTOR or his designee, shall appropriately notify the CONTRACTOR in writing. Upon such notification, CONTRACTOR shall have the option of notifying COUNTY that it cannot comply with such amendments, in which case this CONTRACT may be terminated in accordance with State regulations, applicable State law, and Section 48 of this CONTRACT. In this event, the CONTRACTOR's personnel policies and the COUNTY'S Civil Service rules and ordinances will also be taken into consideration by the COUNTY.**
- E. Termination of the CONTRACT under this provision shall not be deemed to continue the obligation of the CONTRACTOR to serve persons who would have received services under this CONTRACT.**

7. CASH AND/OR IN-KIND MATCH

CONTRACTOR shall make a cash and/or in-kind match from non-State sources in an amount equal to, or more than, thirty (30) percent of the amount of the PROGRAM funds as specified in Exhibit B, Project Budget.

8. PAYMENT CONTINGENCY

Payments by the COUNTY during the contract period are conditioned by:

- A. The availability of said PROGRAM funds, and**
- B. The CONTRACTOR meeting performance goals set forth in Exhibit A, Statement of Work.**

Satisfaction of these conditions shall be determined by COUNTY PROGRAM DIRECTOR or his designee at his sole discretion.

9. METHOD OF COMPENSATION

Payments shall be made only after receipt, review and approval of invoices by COUNTY PROGRAM DIRECTOR, or his designee, for CONTRACTOR's allowable expenses actually incurred for any individual calendar month not to exceed 1/6th of the total contract amount. Said invoices shall indicate total monthly costs and shall be itemized in detail. Invoices and any necessary supporting documentation required by COUNTY PROGRAM DIRECTOR or his designee shall be submitted to CSS no later than the fifth calendar day of the month.

10. ASSIGNMENTS AND SUBCONTRACTS

CONTRACTOR may enter into subcontract(s) for the performance of this Contract only upon receipt of the prior written consent of PROGRAM DIRECTOR, or his designee. All appropriate provisions and requirements of this CONTRACT shall apply to any subcontracts or agreements. CONTRACTOR shall be held responsible by COUNTY for the performance of any subcontractor. Any subcontracts entered into by CONTRACTOR shall be subject to the provisions specified below:

- A. The function undertaken by CONTRACTOR may be carried out under subcontracts; however, CONTRACTOR may not delegate its duties or obligations, nor assign its rights hereunder, either in whole or in part, without the prior written consent of COUNTY PROGRAM DIRECTOR, or his designee. Any such attempted delegation or assignment without prior consent shall be void. Any change whatsoever in the corporate structure of CONTRACTOR, the governing body of CONTRACTOR, the management of CONTRACTOR, or the transfer of assets of CONTRACTOR shall be deemed an assignment of benefits under the terms of this CONTRACT requiring COUNTY approval. No subcontract shall alter in any way any legal responsibility of CONTRACTOR to COUNTY.

11. INDEPENDENT CONTRACTOR STATUS

Both parties to this CONTRACT will be acting in an independent capacity and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be deemed or construed to be the agent or employee of the other party for any purpose whatsoever. CONTRACTOR understands and agrees that all persons furnishing services to COUNTY pursuant to this CONTRACT are, for purposes of Workers' Compensation liability, employees solely of CONTRACTOR and not of COUNTY or STATE.

CONTRACTOR shall bear the sole responsibility and liability for furnishing Workers' Compensation benefits to any person for injuries arising from or connected with services performed on behalf of CONTRACTOR pursuant to this CONTRACT.

12. AUTHORITY TO BIND CONTRACTOR

Before the receipt of a fully executed copy of this CONTRACT, CONTRACTOR shall furnish to COUNTY PROGRAM DIRECTOR or his designee, a written list of persons duly authorized to execute, on behalf of CONTRACTOR, agreements, contracts, modifications to contracts, or other documents as may be required by COUNTY PROGRAM DIRECTOR or his designee.

13. JOINT FUNDING AND REVENUE DISCLOSURE REQUIREMENT

By the execution of this CONTRACT, CONTRACTOR certifies, unless waived by COUNTY, that it has previously filed with CSS a written statement listing all revenue received, or expected to be received, by CONTRACTOR from Federal, State, City or County sources, or other governmental and non-governmental agencies, and applied, or expected to be applied, to offset in whole or in part any of the costs incurred by CONTRACTOR in conducting current or prospective projects or business activities, including, but not necessarily limited to, the project or business activity which is the subject of this CONTRACT. Such statement shall reflect the name and a description of funding provided by each and every governmental agency to each such project or business activity, and the full name and address of each such agency.

During the term of this CONTRACT, CONTRACTOR shall prepare and file a similar written statement each time it receives funding from any governmental agency which is additional to that revenue disclosed in CONTRACTOR's initial revenue disclosure statement hereunder. Such statement shall be filed with CSS within fifteen (15) business days following receipt of such additional funding. COUNTY shall not pay for any services provided by CONTRACTOR which are funded by other services. If CONTRACTOR is a governmental agency, it shall be exempt from disclosure requirements of this Section except as it pertains to other sources of funding for the PROGRAM. All other provisions of this section shall apply. The failure of CONTRACTOR to comply with the requirements of this paragraph shall constitute a material breach of contract upon which COUNTY may cancel, terminate, or suspend this CONTRACT.

14. RECORD RETENTION AND INSPECTION

CONTRACTOR agrees that COUNTY and/or STATE or any duly authorized representative(s), including the State's Auditor-General and the County's Auditor-Controller, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, time card, or

other records related to this CONTRACT. Such material, including all pertinent cost reports, accounting and financial records shall be kept and maintained by CONTRACTOR at a location in the County for a period of four (4) years after completion of the CONTRACT or until all COUNTY and/or STATE audits are completed for the fiscal period, whichever is later. Failure of CONTRACTOR to comply with requirements of this section shall constitute a material breach of contract upon which the COUNTY may cancel, terminate or suspend this CONTRACT. In the case of confidential client information, CONTRACTOR shall not release personal client data to any person or agency other than the COUNTY or agencies listed above without the express authorization of COUNTY PROGRAM DIRECTOR, or his designee.

15. CONTRACTOR'S PERFORMANCE / REALLOCATION OF FUNDS

CONTRACTOR shall be responsible for meeting and complying with performance standards set forth in this contract. Contractor shall, by the end of the first quarter, following the beginning of a funding cycle, achieve seventy-five percent (75%) of the monthly CONTRACT commitment through the end of the fiscal year.

The COUNTY will evaluate the CONTRACTOR'S performance on a quarterly basis. Performance below the 75% planned goals by the end of the second quarter shall constitute non-compliance with the terms of this CONTRACT.

If CONTRACT is below the achievement level required, funds may be reduced and reallocated. Additionally, the COUNTY, at its' discretion, may reduce the CONTRACT's annual grant for the following fiscal year to more accurately reflect the CONTRACT's level of service or take any other action it deems appropriate.

16. PROJECT EVALUATION AND REVIEW

CONTRACTOR shall allow appropriate COUNTY, State or Federal personnel to evaluate, audit, inspect and monitor its facilities and project operations, including interviewing CONTRACTOR's staff and any other project participants. The inspection methods that may be used include:

On-site visits; interview of CONTRACTOR's staff and project participants; attendance at meetings of CONTRACTOR's Board of Directors, Advisory Board and/or Advisory Committee; review of case files/ records, receipts, client/user complaints, monthly/quarterly performance reports, fiscal records, and CONTRACTOR's internal monitoring and evaluation system.

CONTRACTOR shall ensure the cooperation of all subcontractors, their staffs and Board members in all such efforts.

Performance reports shall be submitted to CSS by the fifth (5th) calendar day

of the monthly/quarterly reporting period. CONTRACTOR shall maintain on the premises a list of clients served and type of services rendered, including service units.

The COUNTY reserves the right to modify the project and this CONTRACT based on the results of its evaluation(s) and review(s). In addition, the COUNTY may use the results in future contract decisions. The evaluation(s) shall include, but are not limited to, CONTRACT compliance, effectiveness of project planning and impact. On-going assessments of the project will be conducted by the COUNTY at its sole discretion.

17. BUDGET

Expenditures made by CONTRACTOR in the operation of this CONTRACT shall be in strict compliance and conformity with the budget set forth in Exhibit B, unless prior written approval is obtained from COUNTY PROGRAM DIRECTOR or his designee.

18. CHANGES IN COMPENSATION

The COUNTY reserves the right to reduce CONTRACT payments when COUNTY fiscal monitoring indicates that CONTRACTOR's rate of expenditures will result in unspent funds at the end of the CONTRACT period. Changes in the amount of the payments shall be made after consultation with CONTRACTOR and shall be incorporated into this CONTRACT by written amendment.

19. INDIRECT COST

Indirect costs shall be based on the indirect cost rate approved by an agency of the Federal Government. Indirect costs not included in CONTRACTOR's project budget attached hereto shall not be allowed under this CONTRACT. A cost allocation plan that supports the indirect cost rates set forth in Exhibit B to this CONTRACT with a copy of approval from a cognizant agency of the Federal Government must be submitted to COUNTY prior to execution of this CONTRACT. All expenditures distributed to indirect costs shall be subject to audit.

20. REQUEST FOR ADVANCE PAYMENT

Upon written request by the CONTRACTOR, COUNTY may, at the discretion of the COUNTY PROGRAM DIRECTOR, or his designee, make advance payments not exceeding one-sixth of the total grant award to CONTRACTOR. Interest earned on advances of program funds must be remitted to the COUNTY within ten (10) days after the quarter in which the interest is earned.

CONTRACTOR agrees that in the event a GROW Domestic Violence Supportive Services Program contract is not executed or is terminated by either party, for whatever reason, CONTRACTOR shall reimburse the COUNTY the full amount of any funds as stipulated under the advance agreement form.

21. REQUEST FOR FINAL PAYMENT

The COUNTY reserves the right to withhold 10% of the contract amount or the final request for payment, whichever is greater, on a completed project until certification of completion is issued by CSS. Such certification shall not replace or supersede the final audit report.

22. AUDITS

An independent annual audit will be conducted by an auditor designated by the CONTRACTOR. Such audit will include an opinion as to the permissibility of project expenditures and shall follow standard audit operating procedures. In the event this Contract is subject to audit exceptions by COUNTY or STATE, CONTRACTOR shall pay to COUNTY, upon its demand, the full amount of CONTRACTOR's liability for such audit exceptions.

23. RETURN OF UNEXPENDED FUNDS

CONTRACTOR agrees that upon completion or termination of this Contract, any advanced funds which exceed payments due the CONTRACTOR under this CONTRACT shall be returned to the COUNTY within thirty (30) business days of contract completion or termination date.

24. DISALLOWED COSTS

If CONTRACTOR has failed to return unexpended funds or funds spent for disallowed costs related to any CSS contract, COUNTY may withhold payments to be made to CONTRACTOR under this CONTRACT. If in the occurrence of this CONTRACT a dispute arises concerning questioned costs, CONTRACTOR shall request a meeting with the COUNTY PROGRAM DIRECTOR, or her designee, within thirty (30) business days from the date of the notice of questioned costs. If the CONTRACTOR fails to request or meet with COUNTY PROGRAM DIRECTOR, or his designee, within thirty (30) business days, the questioned costs become disallowed. If the questioned costs are not satisfactorily resolved within twenty-one (21) business days after the meeting or within fifty-one (51) business days from the date of the notice of the questioned costs, CONTRACTOR may request that the issue be resolved by COUNTY PROGRAM DIRECTOR, or his designee. The final determination of disallowed costs shall be made by COUNTY PROGRAM DIRECTOR or his designee, within seventy-two (72) business days from the date of the notice of questioned costs. The CONTRACTOR has fourteen (14) business days to make payment on the disallowed costs. Nowhere shall the issues of dispute supersede, replace or be in conflict with Federal, State, and local regulations, laws and codes.

25. ACCOUNTING

CONTRACTOR must establish and maintain on a current basis an adequate accounting system in accordance with generally accepted accounting principles and standards, and in compliance with the accounting and

reporting requirements of the COUNTY. Each CONTRACTOR must maintain an accounting system consistent with the *Auditor Controller Contract Accounting and Administration Handbook* (Attachment A). Agencies not in compliance must make any necessary adjustments to conform. The material discussed in the handbook is mandatory unless a written waiver is granted by CSS.

26. ALTERNATE FINANCIAL MANAGEMENT SERVICES

The COUNTY will have available for CONTRACTOR a financial management service to provide audit services and/or major fiscal services, which may include certain designated record keeping, reporting, petty cash and lesser fiscal functions, with a percentage fee for such services deducted by the COUNTY from CONTRACTOR's total contract amount. For all designated fiscal services performed by other than the CONTRACTOR, responsibility is vested in the fiscal management Contractor. Their service is optional to the CONTRACTOR unless:

- A. At the time of the initial contract negotiations COUNTY PROGRAM DIRECTOR, or his designee, stipulates to the contrary, or
- B. CSS has verified fiscal management problems during the contract period, in which instance, COUNTY PROGRAM DIRECTOR, at her discretion, may require use of a financial management service as a condition of continued funding or future contract awards.

27. COMMINGLING OF FUNDS

Funds allocated pursuant to this CONTRACT shall be used exclusively for costs included in Exhibit B, Project Budget. CONTRACT funds shall not be used as security or to guarantee payments for any non-program obligations, or as loans for non-project activities. CONTRACT funds shall not be commingled with any other monies of CONTRACTOR. All non-governmental agencies shall establish a separate bank account for CONTRACT funds paid herein unless a written waiver is obtained from the COUNTY.

28. STAFF TRAVEL

CONTRACTOR shall not incur any expenditure for travel outside of Los Angeles County without prior written approval of COUNTY PROGRAM DIRECTOR, or his designee.

29. EXPENDABLE AND NONEXPENDABLE PROPERTY

A record shall be maintained for each item of expendable and nonexpendable property acquired for this project with the PROGRAM's monies. Nonexpendable property shall include tangible personal property including, but not limited to, office equipment and real property and any interest in such real property, including any mortgage or other encumbrance of real property, as well as any funds derived from the sale or disposition of nonexpendable

property. Any utilization of funds derived from the sale or disposition of nonexpendable property must have prior approval of COUNTY and otherwise comply with all applicable laws and regulations. In case of CONTRACT's termination, COUNTY reserves the right to determine the final disposition of said nonexpendable property acquired for this PROGRAM. Said disposition may include COUNTY taking possession of said nonexpendable property. Nonexpendable personal property means tangible personal property having a useful life of more than one (1) year and acquisition cost of three hundred dollars (\$300.00) or more per unit. Any purchase of nonexpendable property with an acquisition cost of three hundred dollars (\$300.00) or more per unit shall require prior written approval of COUNTY PROGRAM DIRECTOR, or her designee. Expendable personal property refers to all tangible personal property other than nonexpendable property. All leased equipment of any value must have prior written approval of COUNTY PROGRAM DIRECTOR, or her designee.

30. EQUIPMENT

CONTRACTOR shall obtain at least three (3) bids in writing prior to purchasing and /or leasing equipment over five hundred dollars (\$500) per unit in value as approved in the budget, Exhibit B, and must purchase from the lowest bidder. In addition, any purchase of equipment over three hundred dollars (\$300) or more per unit shall require the prior written approval of COUNTY PROGRAM DIRECTOR or his designee. All equipment costing over fifty dollars (\$50) or having a life expectancy of more than one (1) year shall be properly identified and inventoried and shall be charged at its actual price deducting all cash discounts, rebates, and allowances received by CONTRACTOR. Equipment purchases approved in the budget by COUNTY PROGRAM DIRECTOR, or his designee, shall be initiated in the first quarter of the program year. The above provisions will apply to leasing as well as to purchasing of equipment.

31. PURCHASE AND INVOICE DEADLINES

Purchase of equipment or property must be completed prior to the last three (3) months of the contract period. CONTRACTOR must complete all purchases of supplies before the last two (2) months of the contract period. Invoices which have not been submitted for payment prior to the termination date of this CONTRACT must be forwarded to COUNTY's Fiscal Section within sixty (60) business days after the CONTRACT termination or they may not be honored. Exceptions to the preceding limitations require prior written approval by COUNTY PROGRAM DIRECTOR, or his designee.

32. ACQUISITION OF SUPPLIES AND/OR EQUIPMENT

Following approval by COUNTY PROGRAM DIRECTOR or his designee, the purchase of supplies and/or equipment necessary for CONTRACT performance, CONTRACTOR may acquire supplies and/or equipment as noted below:

- A. The CONTRACTOR may purchase from private vendors, at approved prices and using approved specifications, provided requirements are met.
- B. The CONTRACTOR may purchase from CONTRACTOR-related agency or organization only if:
 - 1. Prior authorization is obtained in writing from the COUNTY PROGRAM DIRECTOR or his designee;
 - 2. No more than maximum prices or charges are made and no less than minimum specifications are met as provided in writing by the COUNTY PROGRAM DIRECTOR or his designee;
 - 3. A community-related benefit derives from such CONTRACTOR-related acquisition; and
 - 4. No conflict of interest for private gain accrues to the CONTRACTOR, its employees or officers.

33. **CAPITAL IMPROVEMENTS**

CONTRACTOR shall assure that no program funds provided under this Contract are used for the purchase or improvement of land or for the purchase or construction of, or any improvement to any building or facility

unless specifically approved in writing by COUNTY PROGRAM DIRECTOR, or his designee.

34. **ALLOWANCES FOR LEASE OR RENTAL OF SPACE**

COUNTY PROGRAM DIRECTOR or his designee will approve space requirements necessary for CONTRACT performance at cost, using prevailing area rates and space allocations, as established by COUNTY at the time of CONTRACT execution.

35. **ENTERTAINMENT**

Costs of any amusements, social activities, and incidentals relating thereto, such as meals, beverages, lodging, rentals, transportation and gratuities, are not allowed.

36. **GRATUITIES**

It is improper for any COUNTY officer, employee or agent to solicit consideration, in any form, from a proposer with the implication, suggestion or statement that the proposer=s provision of the consideration may secure more favorable treatment for the proposer in the award of CONTRACT or that the proposer=s failure to provide such consideration may negatively affect

COUNTY's consideration of the proposers submission. A proposer shall not offer or give either directly or through an intermediary, consideration in any form, to a COUNTY officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the CONTRACT. A proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the COUNTY manager charged with supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration. Among other items such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible goods.

37. **PERMITS AND LICENSES**

CONTRACTOR shall obtain all licenses and permits necessary for the performance of this Contract prior to its implementation.

38. **INDEMNIFICATION**

CONTRACTOR agrees to indemnify, defend and hold harmless COUNTY, their agents, officers and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with CONTRACTOR's operations, or its services hereunder, including any workers' compensation suits, liability, or expense, arising from or connected with services performed by or on behalf of CONTRACTOR by any person pursuant to this CONTRACT.

39. **INSURANCE**

Without limiting CONTRACTOR's indemnification of COUNTY and during the term of this CONTRACT, CONTRACTOR shall provide and maintain at its own expense the following program(s) of insurance. Such programs and evidence of insurance shall be satisfactory to COUNTY and primary to and not contributing with any other insurance maintained by COUNTY. Certificate(s) or other evidence of coverage and certified copy(ies) of additional insured endorsements shall be delivered to Community and Senior Services, 3333 Wilshire Blvd. Suite 400, Los Angeles, California 90010, prior to commencing services under this CONTRACT and shall specifically identify this CONTRACT, and shall contain the express condition that COUNTY is to be given written notice by registered mail at least thirty (30) days in advance of any modification or termination of insurance.

Failure by CONTRACTOR to procure and maintain the required insurance shall constitute a material breach of contract upon which the COUNTY may immediately terminate or suspend this CONTRACT.

A. **Liability:** Such insurance shall be endorsed naming the COUNTY as an

additional insured and shall include:

1. **General Liability** insurance written on a commercial general liability form or on a comprehensive general liability form covering the hazards of premises/operations, contractual, independent contractors, advertising, products/completed operations, broad form property damage, and personal injury with a combined single limit of not less than one million dollars (\$1,000,000.00) per occurrence.
 - a. If written with an annual aggregate limit, the policy limit should be two times the above required occurrence limit.
 - b. If written on a claim made form, the CONTRACTOR shall be required to provide an extended two-year reporting period commencing upon termination or cancellation of this CONTRACT.
 2. **Comprehensive Auto Liability** endorsed for all owned, non-owned and hired vehicles with a combined single limit of not less than one million dollars (\$1,000,000.00) per occurrence.
- B. **Worker's Compensation:** Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with a one million dollar (\$1,000,000.00) limit, covering all persons CONTRACTOR is legally required to cover.
- C. **Professional Liability:** Insurance covering liability arising from any error, omission, negligent or wrongful act of CONTRACTOR, its officers or employees with a limit of liability of not less than one million dollars (\$1,000,000.00) per medical incident for medical malpractice liability, or of not less than one million dollars (\$1,000,000.00) per occurrence for all other types of professional liability and three million dollars (\$3,000,000.00) aggregate.
- D. **Crime Coverage:** Insurance in the amount not less than twenty-five thousand dollars (\$25,000.00) covering against loss of money, securities, or other property referred to hereunder which may result from employee dishonesty, forgery or alteration, theft, disappearance and destruction, computer fraud, burglary and robbery. Such insurance shall have COUNTY as loss payee.
- E. **Property Coverage:** Such insurance shall be endorsed naming COUNTY as an additional insured and shall include:
- 1) **Real Property:** All-risk coverage, excluding earthquake and flood

for the replacement value and with a deductible no greater than five percent (5%) of the replacement value.

- 2) **Personal Property:** Insurance covering the hazards of fire, theft, burglary, vandalism and malicious mischief for the actual cash value of the property.

Such policies shall be primary in all instances and not contributing with any other insurance maintained by the COUNTY and shall name the COUNTY as an additional insured.

- F. **Failure to Procure Insurance:** Failure on the part of the CONTRACTOR to procure, maintain or renew herein required insurance shall constitute a material breach of Contract under which COUNTY may, at its discretion, immediately terminate or suspend this CONTRACT or procure and renew such insurance and pay any and all premiums in connection therewith. CONTRACTOR shall repay all monies so paid by COUNTY to COUNTY upon demand or COUNTY may offset the cost of the premiums against any monies due from the COUNTY.
 - G. **Subcontractors:** Insurance provisions described above shall apply to all subcontractors as well as to CONTRACTOR.
40. **NEPOTISM**
CONTRACTOR shall not hire nor permit the hiring of any person in a position funded under this CONTRACT if the CONTRACTOR employs a member of the person's immediate family in an administrative capacity. For the purposes of this section, the term "administrative capacity" means persons who have overall administrative responsibility for a project including selection, hiring, or supervisory responsibilities. The term "immediate family" means spouse, child, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild.
41. **CONFLICT OF INTEREST**
CONTRACTOR covenants that neither the CONTRACTOR nor any of its agents, officers, employees, or subcontractors who presently exercise any function or responsibility in connection with the project has any personal, financial, or economic interest, direct or indirect, in the CONTRACT except to the extent compensation may be received for his or her performance pursuant to the CONTRACT.

CONTRACTOR, its agent, officers, employees, and subcontractors shall comply with all applicable Federal, State and County laws and regulations governing conflict of interest. To their end, CONTRACTOR will make available

to its agents and employees copies of all-applicable Federal, State and County laws and regulations governing conflict of interest.

CONTRACTOR shall furnish to COUNTY PROGRAM DIRECTOR, or his designee, prior to execution of this CONTRACT, a written list of all current or proposed consultants, vendors or personnel service providers, including subsidiaries of CONTRACTOR, who will receive one thousand dollars (\$1,000.00) or more during the term of this CONTRACT. This list shall include the names, addresses, telephone numbers, identify principal party(ies) and a description of services to be provided.

CONTRACTOR shall, during the term of this CONTRACT, notify COUNTY in writing of any change in the list of consultants, vendors, personnel service providers or subsidiaries of CONTRACTOR within fifteen (15) business days of such change.

42. **ASSURANCES**

CONTRACTOR gives assurance and certifies with respect to the program that it will comply with the Federal OMB Circulars A-102, A-110, A-122 and A-21 as they apply to CONTRACTOR. CONTRACTOR further assures that:

A. **Legal Authority:**

It possesses legal authority to execute the proposed project, that a resolution, motion or similar action has been duly adopted or passed as an official act of CONTRACTOR's governing body, authorizing receipt of the funds, and directing and designating the authorized representative(s) of CONTRACTOR to act in connection with the project specified and to provide such additional information as may be required by COUNTY.

B. **Civil Rights:**

CONTRACTOR shall abide by the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Sections 2000e through 2000e (17), (P.L. 88-352), and in accordance with Titles VI and VII of that Act and applicable Federal and State laws, rules and regulations, including Executive Order 11246, no person shall, on the basis of race, creed, color, national origin or ancestry, sex, age, marital status, political affiliation or beliefs, or physical and mental condition be denied the benefits of, or be otherwise subjected to, discrimination under any program, activity or employment for which CONTRACTOR received funding under this CONTRACT. Any subcontracts awarded by CONTRACTOR shall contain this provision.

C. **Equal Opportunity:**

CONTRACTOR shall comply with U.S. Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and supplemented by 45 CFR, Part 60, which prohibits discrimination against any employee as applicant for employment on the basis of race, religion, national origin or ancestry, sex, age, marital status, political affiliation or beliefs, or physical or mental condition.

D. Affirmative Action:

CONTRACTOR shall submit an Affirmative Action Plan demonstrating compliance with the Civil Rights Act of 1964 and applicable Federal, State and local laws, rules and regulations to the COUNTY PROGRAM DIRECTOR, or his designee, within thirty (30) calendar days of CONTRACT execution.

E. Grievances:

CONTRACTOR agrees to submit a Grievance Procedure, in accordance with applicable Federal, State and local laws, rules and regulations to the COUNTY PROGRAM DIRECTOR, or his designee, within thirty (30) calendar days of CONTRACT execution.

F. Physically Handicapped:

CONTRACTOR shall, to the extent feasible, provide services to the physically handicapped victims of domestic violence as provided in Section 18293 of the WIC. If the CONTRACTOR is unable to provide said services, CONTRACTOR then, to the extent feasible, shall assist by referring the handicapped person to other community programs and services where assistance may be obtained.

G. Partisan Political Activities:

1. CONTRACTOR agrees not to engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this CONTRACT. CONTRACTOR further agrees to comply with the provisions of the Hatch Act which limits political activity of employees and, further, shall comply with Section 675e of Subtitle B of Title VI of Public Law 97-35, as amended, which prohibits participation in political activities.

2. Each County lobbyist as defined in Los Angeles County Code Section 2.160.010, retained by CONTRACTOR, shall fully comply with the County Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of any county lobbyist retained by CONTRACTOR to fully comply with the County Lobbyist Ordinance shall constitute a material breach of this CONTRACT upon which COUNTY may immediately terminate or suspend this CONTRACT.

H. **Safety Act:**
CONTRACTOR shall comply with the provisions of the Occupational Safety and Health Act of 1970 (29 U.S.C. 651 et seq.) and the California Occupational Safety and Health Act (Chapter 993 of the 1973 Statutes of California).

I. **Confidentiality**
CONTRACTOR will maintain the confidentiality of all records and information relating to clients receiving services under this contract. This shall be in accordance with Welfare & Institution Code (WIC) Section 17006 and WIC Section 10850, as well as other applicable State and County laws, ordinances, regulations, and directives relating to confidentiality.

With exception of reporting child abuse and neglect to the Department of Children and Family Services/Police, records or information pertaining to individuals receiving aid will not be disclosed to any person except designated DPSS employees without the written permission of the DPSS Director or authorized representative in accordance with DPSS policy.

J. **Drug Free Workplace:**

1. CONTRACTOR agrees and certifies that CONTRACTOR will provide a drug-free workplace, pursuant to California Government Code Section 8355, by doing all of the following:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.

b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.

2. Contractor further understands that, pursuant to California Government Code Section 8356, payments to CONTRACTOR under this CONTRACT may be suspended and/or terminated if the COUNTY determines that of the following has occurred:

a. CONTRACTOR has made a false certification under California Government Code Section 8355.

b. **CONTRACTOR** violated the certification by failing to carry out the requirements of this section.

3. **CONTRACTOR** ensures that other businesses with which it subcontracts also provide drug-free workplaces.

43. **PERSONNEL POLICIES**

COUNTY may review **CONTRACTOR'S** personnel policies and require **CONTRACTOR's** compliance with certain policies established by **CSS**. Personnel policies shall include but are not limited to: staff levels, salaries, supervisory-subordinate ratios, consultant fees, fringe benefits, grievance procedures and other related matters.

CONTRACTOR agrees to the following provisions related to outside employment of its employees and shall include such provisions in its published personnel policies:

- A. Such employment shall not interfere with the efficient performance of the employee's duties in the program;
- B. Such employment shall not involve a conflict of interest or conflict with the employee's duties in the program;
- C. Such employment shall not involve the performance of duties which the employee should perform as part of employment in the program; and
- D. Such employment shall not occur during the employee's regular or assigned working hours in the program, unless the employee during the entire day on which such employment occurs is on prior approved annual leave, compensatory leave, or leave without pay.

In adopting procedures to implement the policy stated above, **CONTRACTOR** must provide specific procedures regarding the outside employment of full-time personnel whose duties are not readily confined to a standard workday or workweek.

CONTRACTOR must adopt rules restricting or prohibiting the outside employment of executive directors, neighborhood workers, or other employees whose responsibilities include being available for duty during evenings or on weekends.

44. **PUBLIC STATEMENTS**

CONTRACTOR shall indicate in any and all press release(s) or any statement to the public related to the program that it is "Funded by the County of Los Angeles from funds made available under the GROW Grant Program".

45. COPYRIGHT

COUNTY shall have free license to any copyrighted material or material subject to copyright developed under this project. COUNTY reserves the right to use and reproduce all reports and data produced and delivered pursuant to this program and reserves the right to authorize others to use and reproduce such materials.

46. MODIFICATION OF DOCUMENTS REQUIRED UNDER CONTRACT

This CONTRACT fully expresses the agreement between the parties. Any modification or alteration of the terms or conditions of this CONTRACT must be by means of a written document signed and approved by both parties. No oral conversation between any officer or employee of the parties shall modify any of the terms or conditions of this CONTRACT.

COUNTY PROGRAM DIRECTOR, or his designee, may grant modifications to this CONTRACT upon written request of CONTRACTOR. The form and manner shall be specified by the COUNTY. The following guidelines LIMIT COUNTY PROGRAM DIRECTORS or his designee, authority to grant such modifications. All modifications exceeding these guidelines must have the formal approval of the Board of Supervisors.

A. Budget Modifications

Changes in the total CONTRACT funding as set forth in Exhibit B may be made by CONTRACT amendment only. With regard to the movement of funds within the budget, i.e., from one category to another, such movement may not exceed twenty thousand dollars (\$20,000.00) or fifteen percent (15%) of the CONTRACT, whichever is greater. Such modifications must not change the total amount of the CONTRACT. Further, such modifications must be mutually agreed upon by the COUNTY PROGRAM DIRECTOR or his designee, and CONTRACTOR - and must be in the best interests of the COUNTY.

B. Project Modifications

CONTRACTOR requests for project modifications must be submitted in writing to COUNTY PROGRAM DIRECTOR or his designee, at least one (1) month prior to the requested effective date of such modification.

C. Time Limits on All Modifications

Request for modification will not be accepted during the first two (2) months of this CONTRACT period; and not more than once each CONTRACT quarter thereafter, with the exception of the last quarter when there shall be none, unless a written waiver is requested by CONTRACTOR and granted by the COUNTY.

47. NOTICES

Notices will be sent to the CONTRACTOR addressed as follows:

(Contact Person & Phone)

(Agency Name)

(Address)

(City, State, and Zip Code)

Notices shall be sent to the COUNTY addressed as follows:

**COUNTY OF LOS ANGELES
Community and Senior Services
Domestic Violence Unit
3333 Wilshire Blvd., Suite 400
Los Angeles, CA 90010**

CONTRACT documents and correspondence should be addressed to Community and Senior Services, Domestic Violence Unit, Suite 400, and mailed to the address listed above.

Monthly and/or quarterly performance reports should be addressed to the attention of Community and Senior Services, Domestic Violence Unit, Suite 400, and mailed to the address listed above.

Monthly financial status reports shall be sent addressed to Community and Senior Services, Domestic Violence Unit, Suite 400, and mailed to the address listed above.

48. SUSPENSION AND TERMINATION

The CONTRACTOR agrees to suspend project operations for a period not to exceed sixty (60) business days effective immediately upon written notice of suspension from the COUNTY PROGRAM DIRECTOR, or his designee. Said notice shall invite voluntary action to adequately correct the deficiency, which led to the initiation of the suspension proceeding. If in the judgment of the COUNTY PROGRAM DIRECTOR or his designee, circumstances exist which could result in illegal or inappropriate expenditures of project funds, the COUNTY'S Suspension and Termination of CONTRACT Procedure will be initiated.

Either party may terminate this CONTRACT, or any part hereof by giving thirty (30) business days written notice to the other. The COUNTY may terminate this CONTRACT immediately by written notice to the CONTRACTOR, upon CONTRACTOR'S failure to comply with the provisions of this CONTRACT. It is understood and agreed, however, that should the COUNTY determine that CONTRACTOR's failure to perform relates to only part of the services CONTRACTOR is performing, the COUNTY in its sole discretion may elect to terminate only that part of the CONTRACT which shall in no way void or invalidate the rest of this CONTRACT. In the event of termination of all or part of this CONTRACT, COUNTY shall pay to CONTRACTOR an amount sufficient to reimburse CONTRACTOR for all allowable budgeted costs actually incurred by CONTRACTOR prior to the effective date of such termination less payments previously paid by COUNTY for such services. Payment shall be made upon receipt of invoices and vouchers documenting the time expended and costs incurred. Said invoices, vouchers, and required documentation must be submitted to the COUNTY within thirty (30) business days of date of said termination and shall constitute the CONTRACTOR's final financial report.

If this CONTRACT is terminated, CONTRACTOR shall within five (5) business days of receipt of notice of termination from COUNTY, notify all other parties who are subcontractors of the CONTRACTOR of such termination.

49. HEALTH INSPECTIONS

CONTRACTOR understands and agrees that COUNTY may cause inspection of the CONTRACTOR's Domestic Violence Shelter center by the appropriate Department of Health (County, or Cities of Long Beach or Pasadena) as often as once every three (3) months or upon receipt of a complaint to determine if the facility is sanitary, healthful and otherwise safe for its intended or actual use. The CONTRACTOR shall be provided with a written report as to the unsatisfactory conditions at the facility and shall either correct the deficiencies within thirty (30) business days of receipt of the report or shall obtain a written extension of time to make such corrections from the appropriate Department of Health. Failure to permit inspection or cure the defect(s) on a timely basis shall constitute grounds for termination of this CONTRACT.

50. FAIR LABOR STANDARDS ACT COMPLIANCE

CONTRACTOR agrees to indemnify, defend, and hold harmless the COUNTY, its agents, officers and employees from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys fees arising under any wage and hour law including, but not limited to, Federal Fair Labor Standards Act for services performed by the CONTRACTOR's employees for which the COUNTY may be found jointly or solely liable.

51. CITIZENSHIP LAWS

CONTRACTOR warrants that it fully complies with all laws regarding employment of aliens and others, and that all its employees performing services hereunder meet the citizenship or alien status requirements contained in Federal statutes and regulations including but not limited to the Immigration Reform and Control Act of 1986. CONTRACTOR shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal statutes and regulations as they currently exist and as they may be hereunder amended.

CONTRACTOR shall retain such documentation for all covered employees for the period prescribed by law. CONTRACTOR shall indemnify, defend, and hold harmless, the COUNTY, its officers and employees from employer sanctions and any other liability which may be assessed against CONTRACTOR or COUNTY or both in connection with any alleged violation of Federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this CONTRACT.

52. COUNTY LOBBYIST

Each County lobbyist as defined in Los Angeles County Code Section 2.160.010, retained by CONTRACTOR, shall fully comply with the County Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of any County lobbyist retained by CONTRACTOR to fully comply with the County Lobbyist Ordinance shall constitute a material breach of this CONTRACT upon which COUNTY may immediately terminate or suspend this CONTRACT.

53. CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFFS

Should CONTRACTOR receiving over two hundred fifty thousand dollars (\$250,000) under this Contract require additional or replacement personnel after the effective date of this CONTRACT to perform the services set forth herein, CONTRACTOR shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff after the effective date of this CONTRACT.

54. CONSIDERATION OF GAIN PROGRAM PARTICIPANTS FOR EMPLOYMENT

Should CONTRACTOR require additional or replacement of personnel after the effective date of this CONTRACT, CONTRACTOR shall give consideration for any such employment openings to participants in the COUNTY's Department of Public Social Service Greater Avenue for Independence (GAIN) Program who meet CONTRACTOR's minimum qualifications for the open position. The COUNTY will refer GAIN participants by job category to the CONTRACTOR.

As a threshold requirement for consideration for CONTRACT award, bidders/proposers shall demonstrate a proven record of hiring GAIN participants or shall attest to a willingness to consider GAIN participants for any future employment opening, if they meet the minimum qualifications for that opening. Additionally, the bidders/proposers shall attest to a willingness to provide employed GAIN participants access to the bidders/proposers= employee mentoring program if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Bidder/proposes who are unable to meet this requirement shall not be considered for CONTRACT award.

55. CONTRACTOR=S WARRANTY OF ADHERENCE TO COUNTY=S CHILD SUPPORT COMPLIANCE PROGRAM

CONTRACTOR acknowledges that COUNTY has established a goal of ensuring that all individuals who benefit financially from COUNTY through CONTRACT are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon COUNTY and its taxpayers. As required by COUNTY's Child Support Compliance Program (County Code Chapter 2.200) and without limiting CONTRACTORS duty under this CONTRACT to comply with all applicable provisions of law, CONTRACTOR warrants that it is now in compliance and shall during the term of this CONTRACT maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wage and Earnings Assignment for Child or Spousal Support, Pursuant to Code of Civil Procedures Section 706.031 and Family Code Section 5246(b).

56. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY=S SUPPORT COMPLIANCE PROGRAM

Failure of CONTRACTOR to maintain compliance with the requirements set forth in Paragraph 55, CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY's CHILD SUPPORT COMPLIANCE PROGRAM shall constitute a default by CONTRACTOR under this CONTRACT. Without limiting the rights and remedies available to COUNTY under any other provision of this CONTRACT, failure to cure such default within ninety (90) days of notice by the Los Angeles County District Attorney shall be grounds upon which the County Board of Supervisors may terminate this CONTRACT pursuant to Paragraph 56, TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY=S SUPPORT COMPLIANCE PROGRAM.

57. CONTRACTOR=S ACKNOWLEDGMENT OF COUNTY=S COMMITMENT TO CHILD SUPPORT ENFORCEMENT

CONTRACTOR acknowledges that COUNTY places a high priority on the enforcement of child support laws and the apprehension of child support evaders. CONTRACTOR understands that it is the COUNTY's policy to encourage all COUNTY CONTRACTORS to voluntarily post COUNTY's A.L.A.=S Most Wanted: Delinquent Parents@ poster in a prominent position at CONTRACTOR's place of business. COUNTY's District Attorney will supply CONTRACTOR with the posters to be used.

58. **AMERICAN - MADE EQUIPMENT / PRODUCTS**

CONTRACTOR shall assure, pursuant to Public Law 103 - 333, Section 507, to the extent practicable, that all equipment and products purchased with funds made available under this Agreement shall be American made.

59. **CHILD SUPPORT COMPLIANCE ACT OF 1998**

CONTRACTOR assures that for State contracts exceeding one hundred - thousand dollars (\$100,000) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) Public Contract Code 7110.

60. **PRO - CHILDREN ACT OF 1994**

CONTRACTOR must comply with Public Law 103 - 227, Part C - Environmental Tobacco Smoke, also known as the Pro - Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal program include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children=s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

61. CONTRACTOR assures that it shall be in compliance with Federal and State occupational Safety and Health Statutes, the California Safe Drinking Water and Toxic Enforcement Act of 1986, and Worker=s Compensation laws.

62. Consistent with the Board of Supervisors= policy to reduce the amount of solid waste deposited at the County landfills, the CONTRACTOR agrees to use recycled - content paper to the maximum extent possible on the Project.

63. **NOTIFICATION TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT**

CONTRACTOR shall notify its employees and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned

Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

64. CHARGES TO CLIENTS

Services to clients charged to this grant must be provided at NO COST to the clients.

65. ADMINISTRATIVE COSTS

Total of all administrative costs cannot exceed 10% (ten percent) of the total funded amount.

66. TRANSPORTATION

CONTRACTOR's staff shall be reimbursed for the use of private vehicles for trips on official business. The mileage rate shall be a reasonable established rate per mile. Auto mileage claims shall show points of destination, odometer readings, miles claimed, dates and purpose.

67. NOTE

WHILE SOME OF THE ITEMS IN THE BASIC CONTRACT MAY NOT APPEAR TO APPLY TO A LINE ITEM CONTRACT, FEDERAL AND STATE REGULATIONS REQUIRE THEIR INCLUSION IN ALL CONTRACTS AND SUB-CONTRACTS ISSUED UNDER THE GROW DOMESTIC VIOLENCE PROGRAM, AND ARE INCLUDED TO MEET THESE REQUIREMENTS.

68. CONTRACTOR Responsibility and Debarment

A. A responsible CONTRACTOR is a CONTRACTOR who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the CONTRACT. It is the COUNTY's policy to conduct business only with responsible CONTRACTORS.

B. The CONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the COUNTY acquires information concerning the performance of the CONTRACTOR on this or other contracts which indicates the CONTRACTOR is not responsible, the COUNTY may, in addition to other remedies provided in the CONTRACT, debar the CONTRACTOR from bidding on County contracts for a specific period of time not to exceed 3 years, and terminate any or all existing contracts the CONTRACTOR may have with the COUNTY.

C. The COUNTY may debar CONTRACTOR if the Board of Supervisors finds, in its discretion, that the CONTRACTOR has done any of the following: (1) violated any term of a contract with the COUNTY, (2)

committed any act or omission which negatively reflects on the CONTRACTOR'S quality, fitness or capacity to perform a contract with the COUNTY or any other public entity, or engaged in a pattern of practice which negatively reflects the same, (3) committed an act or offence which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

- D. If there is evidence that the CONTRACTOR may be subject to debarment, the Department will notify the CONTRACTOR in writing of the evidence which is the basis for the proposed debarment and will advise the CONTRACTOR of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The CONTRACTOR and/or the CONTRACTOR's representative shall be given an opportunity to submit evidence at the hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the CONTRACTOR should be debarred, and if so, the appropriate length of time of the debarment. If the CONTRACTOR fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, the CONTRACTOR may be deemed to have waived all rights of appeal.
- F. A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.
- G. These terms shall also apply to subcontractors of COUNTY CONTRACTORS.

69. COST OF LIVING ADJUSTMENTS:

Subject to applicable Federal and State law, and to applicable provisions contained in collective bargaining agreements, if any, in effect on the date of the execution of this CONTRACT, the CONTRACTOR agrees to restrict cost-of-living adjustments (COLAs) to its employees during the term of this CONTRACT to the lesser of (a) the average salary cost-of-living adjustment granted to County employees by the Board of Supervisors as of April 1st of the prior year, or (b) the Consumer Price Index for all Urban Consumers (CPI-U) as originally released by the United States Department of Labor, Bureau of Labor Statistics/Western Region, Los Angeles-Long Beach, Anaheim area. In the event fiscal circumstances ultimately prevent the Board of Supervisors from approving an increase in employees salaries, the CONTRACTOR and its

employees shall also experience no COLAs.

70. **LOBBYING:**

CONTRACTOR, to the best of his or her knowledge and belief certify, that:

- A. No Federal appropriate funds have been paid or will be paid, by or on behalf of the CONTRACTOR to any person for influencing or attempting to influence an officer or employee of a Member of Congress in connection with the awarding of any Federal Contract, making of any Federal grant, the making of Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement , amendment, or modification of any Federal contract, grant , loan, or cooperative agreement.**
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal CONTRACT, grant loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.**
- C. The undersigned shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and CONTRACTS under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.**
- D. This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that \$10,000 and not more that \$100,000 for each such failure.**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this CONTRACT to be subscribed on its behalf by the Director of Community and Senior Services, and the CONTRACTOR has subscribed the same through its authorized officer, the day, month, and year first above written. The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or he is authorized to bind the CONTRACTOR.

Robert Ryans, Director
Community and Senior Services

By _____ Date _____
Director

APPROVED AS TO FORM:

Lloyd W. Pellman
County Counsel

By _____
Deputy County Counsel

(Contractor Name)

(Authorized Signature)

(Print Name)

(Title)

(Date)

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A
Page 1 of 5

STATEMENT OF WORK SUMMARY PAGE

CONTRACT NO:
Amendment No:
Modification No.

Agency: _____ 12 Month Contract _____ Year 2003-2004

Project Title: _____ Mailing Address: _____ City/Zip _____

Project Director: _____ Telephone _____ Fax _____ Email _____

Contact Person: _____ Telephone _____ Fax _____ Email _____

SUP DISTRICT	Original Funded Amount	Amended Funded Amount *	New GROW Funded Amount	Agency Match		Total Project Cost	Unduplicated Persons Served	Total Service Units
				Cash	In-Kind			
1								
2								
3								
4								
5								
TOTAL								

PROGRAM AND BUDGET APPROVALS: The following representatives have reviewed and approved the Statement of Work and Budget (Exhibits "A-1" and "B-1") and any additional pages attached for use in carrying out this Contract. * Insert a bracket or a minus sign for funding decrease.
Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT.

Signature of Contractor/Agency Representative: _____ Date: _____

Signature of CSS Program Monitor: _____ Date: _____

Signature of CSS Monitoring Supervisor: _____ Date: _____

Signature of CSS Contract Officer: _____ Date: _____

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A
Page 2 of 5

**STATEMENT OF WORK
PROJECT DESCRIPTION**

Contract No:
Amendment No:
Modification No:

Agency _____

Year 2003-2004

Project Title _____

12 Month Contract

SUP DISTRICT _____

- I. Project Site(s): If different from mailing address given on page 1. (Add additional pages for each project site.)
A: Address: Include city and full 9 digit zip code. **If confidential Location, do not list address and state "Confidential."**

_____, CA _____

B. Project Director: _____ Project Phone () _____ Fax () _____ Email _____

C. Contact Person: _____ Contact Phone () _____ Fax () _____ Email _____

- II. Days and Hours of Operations of Project offices: Hours of operation must coincide with DPSS hours of operation Monday through Friday 8:00-5:00 p.m.

Monday	open at: _____	close at: _____	24 hours	closed
Tuesday	open at: _____	close at: _____	24 hours	closed
Wednesday	open at: _____	close at: _____	24 hours	closed
Thursday	open at: _____	close at: _____	24 hours	closed
Friday	open at: _____	close at: _____	24 hours	closed
Saturday	open at: _____	close at: _____	24 hours	closed
Sunday	open at: _____	close at: _____	24 hours	closed
Holidays	open at: _____	close at: _____	24 hours	closed

- III. Brief Project Description:

- IV. Participation – Collaboration:

Our agency agrees to uphold the fundamental goal of the GROW Domestic Violence Supportive Services Program designed to assist GROW Participants with domestic violence issues they confront, and to enable them to move successfully toward employment and economic self-sufficiency. To achieve these goals we agree to participate in the following activities:

- All program staff to complete a minimum of 40 hours of domestic violence training (CSS recognized as DV Training) within 3 months of hire.
- Attend a minimum of 6 monthly LACDVC meetings for a 12 month contract.
- Implement the GROW Domestic Violence Supportive Services Program Outcome Measurement Tool
- Participate in the Bidders, Contractors, and other conferences and all workshops provided by the County

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A
Page 3 of 5

**STATEMENT OF WORK
PROJECT DESCRIPTION**

Contract No:
Amendment No:
Modification No:

Agency _____

Year 2003-2004

Project Title _____

12 Month Contract

SUP DISTRICT _____

V. Project Goal(s) and Objective(s): Provide a narrative description, limited to two pages of project's proposed activity indicating quantifiable goals by service category, with specific measurable outcomes, and include the time frames as appropriate.

VI. Description of Staff: Please describe the specific job duties of each new staff and the role each will play within your agencies overall plan to serve GROW Participants.

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A
Page 4 of 5

**STATEMENT OF WORK
PROJECT OPERATING PLAN**

CONTRACT NO: Amendment No. Modification No.

AGENCY: _____

Year 2002-2003

Project Title: _____

12 Month Contract

NUMBER OF UNDUPLICATED CLIENTS FOR CASE MANAGEMENT

SUP DISTRICT	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
1													
2													
3													
4													
5													
TOTAL													

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A
Page 5 of 5

**STATEMENT OF WORK
PROJECT OPERATING PLAN**

CONTRACT NO:
Amendment No.
Modification No.

Year 2003-2004

AGENCY: _____

SUP DISTRICT _____ *

12 Month Contract

Project Title: _____

NUMBER OF SERVICE UNITS FOR CASE MANAGEMENT

PROGRAM CATEGORIES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Service Assess													
Service Plan													
Reassess/Re-advise													
Advocacy													
Counseling													
Emerg Food, Shelter, Clothing													
Indep Living Skills													
Household Estab													
Emerg Trans													
Outreach													
24 Hour Hotline													
TOTAL													

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

BUDGET SUMMARY PAGE

CONTRACT NO.:
Amendment No.:
Modification No.:

Agency: _____ Year 2003-2004

Project Title: _____ 12 Month Contract

PROJECTED COSTS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total FY 2002-2003	
PROGRAM SHARE	\$	\$	\$	\$	\$	
AGENCY MATCH	\$	\$	\$	\$	\$	
TOTAL	\$	\$	\$	\$	\$	
Type of Entity County Department Public Body Private Non-Profit Private/Profit						
BUDGET	b. SUPERVISORAL DISTRICT (SUP)					TOTAL PROJECT COSTS
	1	2	3	4	5	
a. Cost Category						
1. PERSONNEL	\$	\$	\$	\$	\$	\$
2. CONSULTANTS						
3. TRAVEL						
4. SPACE						
5. CONSUMABLE SUPPLIES						
6. EQUIPMENT						
7. OTHER						
TOTAL	\$	\$	\$	\$	\$	\$

Note: Total Funded All SUPS + Agency Match Cash + Agency Match In-Kind = TOTAL PROJECT COSTS
Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work

EXHIBIT B
Page 2 of 4

BUDGET SUMMARY PAGE

CONTRACT NO.:
Amendment No.:
Modification No.:

Agency: _____ Year 2003-2004

Project Title: _____ 12 Month Contract

DESCRIPTION OF ITEM AND BASIS FOR ITS VALUATION	SUP	ORIGINAL FUNDED SHARE	AMENDED FUNDED SHARE *	NEW FUNDED AMOUNT	AGENCY MATCH		TOTAL COST OF PROJECT
					CASH	IN-KIND	
Personnel		\$	\$	\$	\$	\$	\$
Consultant							
Travel							
Space							
Consumable Supplies							
Equipment							
Other							
TOTAL		\$	\$	\$	\$	\$	\$

- Proper documentation must be kept of volume, item and valuation of "in-kind" material received.
- Original Funded Share + or - Amended Funded Share = New Funded Amount + Agency Match = Total Cost of Project
- * Identify Funding Decrease with () brackets or a minus sign.
- **TOTAL ADMINISTRATIVE COSTS (Transferred from page 3) \$ _____**
- **Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT**
- *Administrative costs need to be reflected in the personnel budget, not the other categories*

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work

EXHIBIT B
Page 3 of 4

PERSONNEL BUDGET JUSTIFICATION

CONTRACT NO.:
Amendment No.:
Modification No.:

Agency: _____ Year 2003-2004

Project Title: _____ 12 Month Contract

PROJECT PERSONNEL BUDGET											PERSONNEL FUNDING TOTAL		
a. Position/Title/Name	b. Actual Monthly Salary	c. % of Time Employee on this Activity	d. % of Time EE Provides Direct Services	e. % Admin. Costs (c - d)	f. No. of Persons	g. Months Employed	h. Program Funded Portion	i. AGENCY MATCH		k. TOTAL COST OF PROJECT			
								i. Cash	j. In Kind				
1. TOTAL-DIRECT SALARIES													
2. FRINGE BENEFITS: <div style="display: flex; justify-content: space-between;"> <div> F.I.C.A. () \$ Worker's Comp. () \$ S.U.I. () \$ Health & Welfare () \$ </div> <div> Fringe Totals () \$ </div> </div>													
3. TOTAL OF ALL COSTS-													
TOTAL DIRECT PERSONNEL													

Note : b x c x f x g = k = Total project cost ; h+i + j = k h= the funded portion CalWORKs is to pay for
c - d = % Admin Cost Total b x e x f x g = Admin. Total All Admin.Costs = \$ (TRANSFER TOTALS TO PAGE 2)
Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF TOTAL FUNDED AMOUNT

EXHIBIT B
Page 4 of 4

CONTRACT NO.:	
Amendment No.:	
Modification No.:	

Year 2003-2004

12 Month Contract

**Note : b x c x d =h = Total Cost of Project ;
e+ f +g = h = Total Project Cost
e = Program Funded Portion**



ROBERT RYANS
Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

BOARD OF SUPERVISORS

**GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH**

**GENERAL RELIEF OPPORTUNITIES FOR WORK(GROW)
DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM FY 2003/04
CONTRACT NO. _____ AMENDMENT NO. _____**

THIS AMENDMENT is made and entered into this _____ day of _____ by and between the COUNTY OF LOS ANGELES, hereinafter referred to as the "COUNTY" and _____, hereinafter referred to as the "CONTRACTOR".

WHEREAS, the parties hereto have previously entered into a GROW Domestic Violence Supportive Services Program FY 2003/2004 contract for the period July 1, 2003 through June 30, 2004 for an amount not to exceed \$ _____ ;

WHEREAS, the parties desire to amend this Contract and its Exhibits in accordance with the terms and conditions as set forth below;

NOW, THEREFORE, the parties hereto agree as follows:

I. CONTRACT FUNDING is amended as follows:

COUNTY shall reimburse CONTRACTOR an amount not to exceed \$ _____ during the full period of the Contract. Payments to CONTRACTOR shall be from the DPSS General Fund budget as follows:

An amount of \$ _____, will be [] added to [] decreased from, the original amount as specified in Exhibit B -1 for supplying services indicated in Exhibit A -1 ;

II. EXHIBITS A -1 AND B -1 SCOPE OF WORK / PROJECT BUDGET

The attached Exhibits A -1 and B -1 supercede the ongoing exhibits A and B of the Contract.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles, has caused this Amendment to be subscribed by the Director of Community and Senior Services, or his designee, and the CONTRACTOR has subscribed the same through its authorized officer, on the day, month, and year written above.

The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES
Community and Senior Services

By _____
ROBERT RYANS
Director

APPROVED AS TO FORM:

LLOYD W. PELLMAN
COUNTY COUNSEL

By _____
Deputy

Agency's Legal Name (Print or Type)

By _____
Title (Print or Type)

Authorized Signature

(Print or Type Name)

Date

GROW 2003/04 Amend. Inc./Dec
Copies Required: 2 Originals, 3 Copies along with appropriate Exhibit Forms

CSS, Domestic Violence Unit: 3333 Wilshire Blvd., Suite 400 ♦ Los Angeles, CA 90010 ♦ (213) 639-6390 Fax (213) 351- 2019

3175 WEST SIXTH STREET • LOS ANGELES, CA • 90020-1708 (213) 738-2600 (213) 385-3893 FACSIMILE

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A-1
Page 1 of 5

STATEMENT OF WORK SUMMARY PAGE

CONTRACT NO:
Amendment No:
Modification No.

Agency: _____ 12 Month Contract _____ Year 2003-2004
Project Title: _____ Mailing Address: _____ City/Zip _____
Project Director: _____ Telephone _____ Fax _____ Email _____
Contact Person: _____ Telephone _____ Fax _____ Email _____

SUP DISTRICT	Original Funded Amount	Amended Funded Amount *	New GROW Funded Amount	Agency Match		Total Project Cost	Unduplicated Persons Served	Total Service Units
				Cash	In-Kind			
1								
2								
3								
4								
5								
TOTAL								

PROGRAM AND BUDGET APPROVALS: The following representatives have reviewed and approved the Statement of Work and Budget (Exhibits "A-1" and "B-1") and any additional pages attached for use in carrying out this Contract. * Insert a bracket or a minus sign for funding decrease.
Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT.

Signature of Contractor/Agency Representative: _____ Date: _____
Signature of CSS Program Monitor: _____ Date: _____
Signature of CSS Monitoring Supervisor: _____ Date: _____
Signature of CSS Contract Officer: _____ Date: _____

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A-1
Page 2 of 5

Contract No:
Amendment No:
Modification No:

STATEMENT OF WORK
PROJECT DESCRIPTION

Agency _____ Year 2003-2004
Project Title _____ 12 Month Contract SUP DISTRICT _____

- I. Project Site(s): If different from mailing address given on page 1. (Add additional pages for each project site.)
A: Address: Include city and full 9 digit zip code. **If confidential Location, do not list address and state "Confidential."**

_____, CA _____

B. Project Director: _____ Project Phone () _____ Fax () _____ Email _____
C. Contact Person: _____ Contact Phone () _____ Fax () _____ Email _____

- II. Days and Hours of Operations of Project offices: Hours of operation must coincide with DPSS hours of operation Monday through Friday 8:00-5:00 p.m.

Monday	open at: _____	close at: _____	24 hours _____	closed _____
Tuesday	open at: _____	close at: _____	24 hours _____	closed _____
Wednesday	open at: _____	close at: _____	24 hours _____	closed _____
Thursday	open at: _____	close at: _____	24 hours _____	closed _____
Friday	open at: _____	close at: _____	24 hours _____	closed _____
Saturday	open at: _____	close at: _____	24 hours _____	closed _____
Sunday	open at: _____	close at: _____	24 hours _____	closed _____
Holidays	open at: _____	close at: _____	24 hours _____	closed _____

- III. Brief Project Description:

- IV. Participation – Collaboration:
Our agency agrees to uphold the fundamental goal of the GROW Domestic Violence Supportive Services Program designed to assist GROW Participants with domestic violence issues they confront, and to enable them to move successfully toward employment and economic self-sufficiency. To achieve these goals we agree to participate in the following activities:
- All program staff to complete a minimum of 40 hours of domestic violence training (CSS recognized as DV Training) within 3 months of hire.
 - Attend a minimum of 6 monthly LACDVC meetings for a 12 month contract.
 - Implement the GROW Domestic Violence Supportive Services Program Outcome Measurement Tool
 - Participate in the Bidders, Contractors, and other conferences and all workshops provided by the County

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A-1
Page 3 of 5

**STATEMENT OF WORK
PROJECT DESCRIPTION**

Contract No:
Amendment No:
Modification No:

Agency _____

Year 2003-2004

Project Title _____

12 Month Contract

SUP DISTRICT _____

V. Project Goal(s) and Objective(s): Provide a narrative description, limited to two pages of project's proposed activity indicating quantifiable goals by service category, with specific measurable outcomes, and include the time frames as appropriate.

VI. Description of Staff: Please describe the specific job duties of each new staff and the role each will play within your agencies overall plan to serve GROW Participants.

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A-1
Page 4 of 5

**STATEMENT OF WORK
PROJECT OPERATING PLAN**

CONTRACT NO:
Amendment No.
Modification No.

AGENCY: _____

Year 2002-2003

Project Title: _____

12 Month Contract

NUMBER OF UNDUPLICATED CLIENTS FOR CASE MANAGEMENT

SUP DISTRICT	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
1													
2													
3													
4													
5													
TOTAL													

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT A-1
Page 5 of 5

**STATEMENT OF WORK
PROJECT OPERATING PLAN**

CONTRACT NO:
Amendment No.
Modification No.

Year 2003-2004

AGENCY: _____

SUP DISTRICT _____ *

12 Month Contract

Project Title: _____

NUMBER OF SERVICE UNITS FOR CASE MANAGEMENT

PROGRAM CATEGORIES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
Service Assess													
Service Plan													
Reassess/Re-advise													
Advocacy													
Counseling													
Emerg Food, Shelter, Clothing													
Indep Living Skills													
Household Estab													
Emerg Trans													
Outreach													
24 Hour Hotline													
TOTAL													

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work Program

EXHIBIT B-1
Page 1 of 4

BUDGET SUMMARY PAGE

CONTRACT NO.:
Amendment No.:
Modification No.:

Agency: _____ Year 2003-2004

Project Title: _____ 12 Month Contract

PROJECTED COSTS		1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		Total FY 2002-2003							
PROGRAM SHARE		\$		\$		\$		\$		\$							
AGENCY MATCH		\$		\$		\$		\$		\$							
TOTAL		\$		\$		\$		\$		\$							
Type of Entity		County Department					Public Body			Private Non-Profit		Private/Profit					
BUDGET	b.	SUPERVISORAL DISTRICT (SUP)										Program Funded Total		Agency Match		TOTAL PROJECT COSTS	
a. Cost Category		1		2		3		4		5		All SUPS		Cash	In-Kind		
1. PERSONNEL	\$	\$				\$		\$				\$		\$		\$	
2. CONSULTANTS																	
3. TRAVEL																	
4. SPACE																	
5. CONSUMABLE SUPPLIES																	
6. EQUIPMENT																	
7. OTHER																	
TOTAL	\$	\$		\$		\$		\$		\$		\$		\$	\$	\$	

Note: Total Funded All SUPS + Agency Match Cash + Agency Match In-Kind = TOTAL PROJECT COSTS
Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
(GROW) General Relief Opportunities for Work

EXHIBIT B-1
Page 2 of 4

CONTRACT NO.:
Amendment No.:
Modification No.:

BUDGET SUMMARY PAGE

Agency: _____ Year 2003-2004

Project Title: _____ 12 Month Contract

DESCRIPTION OF ITEM AND BASIS FOR ITS VALUATION	SUP	ORIGINAL FUNDED SHARE	AMENDED FUNDED SHARE *	NEW FUNDED AMOUNT	AGENCY MATCH		TOTAL COST OF PROJECT
					CASH	IN-KIND	
Personnel		\$	\$	\$	\$	\$	\$
Consultant							
Travel							
Space							
Consumable Supplies							
Equipment							
Other							
TOTAL		\$	\$	\$	\$	\$	\$

- Proper documentation must be kept of volume, item and valuation of "in-kind" material received.
- Original Funded Share + or - Amended Funded Share = New Funded Amount + Agency Match = Total Cost of Project
- * Identify Funding Decrease with () brackets or a minus sign.
- **TOTAL ADMINISTRATIVE COSTS (Transferred from page 3) \$ _____**
- **Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT**
- *Administrative costs need to be reflected in the personnel budget, not the other categories*

CONSULTANT BUDGET JUSTIFICATION

CONTRACT NO.:
Amendment No.:
Modification No.:

Agency: _____

Project Title: _____

Year 2003-2004

12 Month Contract

a. Position/Title/Name (Itemize each consultant)	SUP	b. Hourly Rate	c. Number of Hours per Month	d. Number of Months Employed	e. Program Funded Portion	AGENCY MATCH		h. TOTAL COST OF PROJECT
						f. Cash	g. In Kind	
			\$		\$	\$	\$	\$
TOTAL OF ALL COSTS					TOTAL DIRECT PERSONNEL	\$	\$	\$

Note : b x c x d=h = Total Cost of Project ;
e+ f +g = h = Total Project Cost
e = Program Funded Portion